

Government of India
Department of Commerce & Ministry of Textiles
O/o Chief Controller of Accounts
Principal Accounts Office (Admn.)
Room No. 530-A, Udyog Bhawan
New Delhi – 110 011
Mail ID: prao-coord@commerce.gov.in
Tel: 011-23063902, 23063662

No. Pr.AO/Admin/MOCT/Hiring of Consultant/2025-26/ 1807

Date: - 07/10/2025

To,

The Sr. Accounts Officer,
ITD Section, O/o CGA,
D/o Expenditure, M/o Finance
Mahalekha Niyantarak Bhawan,
GPO Complex, E-Block, INA,
New Delhi-110023.

Sub: Publication of an advertisement on website in r/o Engagement of retired Sr. Accounts Officer empanelled with O/o CGA as Consultant for Interenal Audit Wing in Pr.AO, D/o Commerce & M/o Textiles reg.-

Sir,

Please find enclosed herewith Circular No. Pr.AO/Admin/MOCT/Hiring of Consultant/2025-26/1807 dated 01.10.2025 and Annexure dated 01.10.2025 issued by this office on the subject cited above.

It is, therefore, requested to upload the enclosed Circular and the Annexure in the given format under the above captioned subject on CGA's website for wider publicity.

This issues with the approval of CCA, D/o Commerce & M/o Textiles.

Yours faithfully,

Encl.: As above


Sr. Accounts Officer (Admin)
मुनीश सिंगल / MUNISH SINGAL
वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer
वाणिज्य और वस्त्र मंत्रालय
M/o Commerce & Textiles
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

E-3208037
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Department of Commerce & Ministry of Textiles
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F.No.Pr.AO/Admin/MOCT/Hiring of Consultant/2025-26/ 1806

Dated: 01/10/25

CIRCULAR

Sub.: **Engagement of tentatively 02 Senior Accounts Officers (retired) empanelled with O/o CGA as Consultant for Internal Audit Wing in Pr. AO, D/o Commerce & M/o Textiles, New Delhi-reg.**

Application in the prescribed format (as per Annexure) are invited from suitable candidates i.e. those empanelled as a consultant with O/o CGA for engagement as Consultant(Retired Sr. AO) in O/o CCA, D/o Commerce & M/o Textiles on short term contract basis as per details given below:

1.	Name of the Post	Consultant
2.	Number of Post	02 (tentatively)
3.	Period of Engagement	01 year (Extendable by another one year based on satisfactory work and approval from the Competent Authority)
4.	Job Location	Delhi
5.	Age Limit	Desirable Age limit 63 years as on 01.10.2025
6.	Educational Qualification	Graduate in any discipline
7.	Experience Required	For Internal Audit- Experience in Internal Audit of DDO's/Schemes/Autonomous Bodies/Public Sector Units of MRRE, Risk Based Audit, Performance Audit and preparation of Internal Audit Report. She/he must possess knowledge of Accounting Rules/Regulations/Procedures, Financial Reporting, Payment functions, Commercial Accounting & PFMS. Candidates having Diploma in Government Accounting and Internal Audit from AJNIFM, Faridabad will be given preference.
8.	Eligibility condition	The retired officer (Sr. AO) must be empanelled with O/o CGA as a Consultant.
9.	Remuneration/Salary	The remuneration of retired government servants shall be as per the DOE OM No.3-25/20202-EIII-A dated 09.12.2020. The Transport allowance shall be fixed as per the DoE OM No.3-25/2020-EIII dated 09.12.2020 and shall not be varied during the tenure of employment. A fixed monthly remuneration by deducting basic pension from the pay drawn as the time of retirement shall be paid. Other terms and conditions shall be as per the above-mentioned OM. No HRA shall be paid
10.	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
11.	Role and Responsibilities	For Internal Audit- Internal/Risk/Performance Audit of Units and Schemes under O/o CCA, D/o Commerce & M/o Textiles and preparation of Audit Reports & other related work.

12.	Terms of Contract	The term of appointment shall be for a period of One year, extendable by another one year based on satisfactory work and approval from the Competent Authority. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
13.	Method of Selection	After examination of Application and CV's the shortlisted candidates shall be called for interview. A selection committee shall make the final decision on the basis of performance of candidates in interview.
14.	Terms and conditions	Only retired Government Servants (Sr.AO)(with qualification as detailed above shall be considered eligible. She/he shall not be entitled to any other allowance like HRA, CCA, accommodation, telephone etc. For official tours, the consultant shall be entitled to TA/DA as per their entitlement at the time of retirement. Incumbent shall have no right to get absorbed/regularized. The engaged persons shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant. The Consultant can be terminated at any time by the Competent Authority. The Consultant shall give one-month advance notice in case of discontinuation of his/her services to O/o CCA, MOCT.
15.	How to apply	Applications to be filled in the prescribed Performa required to be sent to: The Senior Accounts Officer Pr. Accounts Office (Admin), D/o Commerce & M/o Textiles, Room No. 531, Udyog Bhawan, New Delhi-110011 Email ID – prao-coord@commerce.gov.in No TA/DA shall be payable to attend the interview. Original documents shall be brought by the candidate in support of eligibility at the time of interview for verification. The Complete application should reach the above address by 31.10.25

This issues with the approval of the Chief Controller of Accounts, D/o Commerce & M/o Textiles.

To,

1. Sr.AO (ITD), O/o CGA with request to publish on CGA website.


Sr. Accounts Officer (Admin)
मुनीश सिंगल / MUNISH SINGAL
वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer
वाणिज्य और वस्त्र मंत्रालय
M/o Commerce & Textiles
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

Annexure

Application for the post of "CONSULTANT" on contract basis in the D/o Commerce & M/o Textiles, New Delhi

1. Name in full (in Block letters):

2. Gender:

3. Date of Birth:

4. Age as on date of advertisement:

5. Present/Correspondence address:

6. Telephone/Mobile/ E-mail:

7. Permanent Address:

8. Educational Qualification:

Exam Passed	Name of the University	Year of Passing	Subject	Division	Percentage of marks obtained

9. Experience Details of all previous and present employment:

Name of Employer	Name of the Post	Salary Drawn	Period		Nature of Duties performed
			From	To	

10. Date of Retirement:

11. Last Pay Drawn:

12. Office Pay Drawn:

13. Any other relevant information:

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after Selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department.

Signature of Applicant

Place:

Date: